

## How to Create a Credit Hours Course Listing

(Requires access\* to the Instructor group)

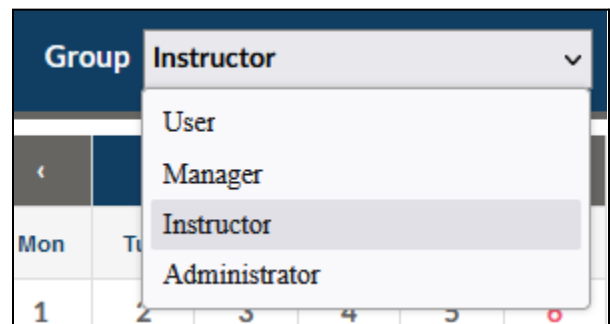
This HelpDoc assists course creators with creating a Credit Hours (formerly Non-Credit) course in the Learnsoft system. Below are the recommended selections/options (applicable in most situations) for setting up a Credit Hours course quickly.

A detailed article on how to create a course listing and explanation of fields can be found [HERE](#).

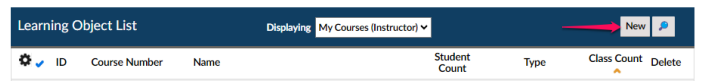
Additional articles and resources can be found at the Learnsoft [Knowledge Base](#).

### Creating a Course Listing

- Log in to Learnsoft and from the **User Dashboard**, select "**Instructor**" from the **Group** dropdown



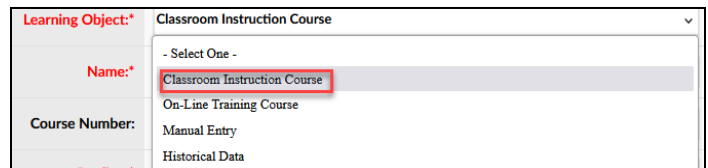
- Scroll down to Learning Object List, and click on the **New** button



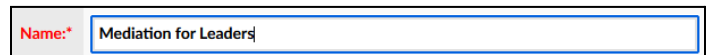
- Enter all of the appropriate fields (\*=required fields)

#### Tips for completing Course Listing:

**Learning Object\*:** Select **Classroom Instruction**



**Name\*:** Course title. This is the name that will be displayed in the course list.



**Course Number:** Optional.

A unique, auto-generated number will be created when the course is saved. This auto-generated number can be used to identify the course.

**Grading\*:** Select "**Not a graded course**" option from

the dropdown.

**Passing Score:** Leave blank

**Professional Development Credits:** Leave blank

**Hours:** This refers to the number of credit hours assigned to the course. Visible within the user transcript upon completion and the course roster (e.g., can be entered as .50, .25, 1.0, 1.5, etc.). Credit hours can be viewed as “seat time.”

**Others:** Leave blank

**Evaluation:** Leave blank

**Reminder:** Leave blank

**Paper Certificate:** Leave blank

**Pre-Enrollment Text:** Optional.

Enter verbiage if you require users’ acknowledgement before they can enroll for the course.

**Training Vendor:** Leave blank

**Vendor Code:** Optional.

**Duration:** Leave blank

**Only for Certification:** DO NOT CHECK THIS BOX.

**Description:** Provide clear and concise (1000 characters or less) info about this course to help the viewer make the right enrollment decision.

**Catalog Tree\*:** DO NOT PLACE IN RECLASSIFICATION CREDIT. Select the appropriate catalog depending on the course type. The course can be listed in multiple catalog nodes of the catalog tree.

**List Price:** Optional.

Enter a price (\$ value) for the course. The course provider is responsible for the collection and tracking of any course fees stated here.

**Version:** Optional.

Version number to identify the course.

A screenshot of a dropdown menu for the 'Grading\*' field. The menu is open, showing options: '- Select One -', 'Not a graded course' (highlighted with a red box), 'Pass / Fail only', and 'Student must receive a passing score'.

A screenshot of the 'Pre-Enrollment Text' field. The text 'You need to acknowledge this statement in order to enroll.' is entered into the field.

A screenshot of the 'Description' field. The text 'This is the first of two Learning Program Training courses that should be attended by the Programs Director(s) and/or DOE user(s) appointed by the Principal. Attendees should attend BOTH courses. This first course is a full day (6-hour) training, from 8:30AM to 2:30PM, with a lunch break. The Learning Programs Director(s) and/or DOE user(s) appointed by the principal should have Infinite Campus access and experience during the normal school year. These' is entered. A character count at the bottom indicates '427 characters left'.

A screenshot of the 'Catalog Tree\*' field. It shows a tree structure with folders: 'Professional Development' (checked), 'Professional Development for Reclassification Credit' (unchecked), 'Training' (checked), 'Compliance' (unchecked), 'Conferences' (unchecked), and 'Workshop' (checked).

**Web Conference: DO NOT CHECK THIS BOX.**  
**Allow ROMS: DO NOT CHECK THIS BOX.**  
**Dependents: Leave blank**

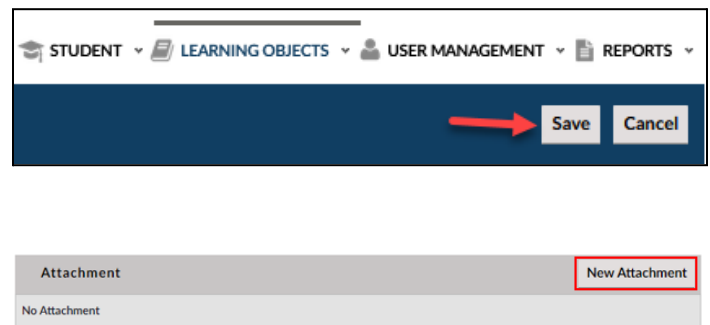
**Topics:** Optional.  
Courses can be categorized by topics and used for reporting and searching purposes.

**Outline:** Optional.  
Additional course information can be detailed using the built-in WYSIWYG editor.

- After all the necessary information has been entered, click the **Save** button at the top of the screen to proceed to the next step.

**Attachment:** Optional.  
If you'd like to upload an attachment for the course, click on the New Attachment button.

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The screenshot shows a web interface with a top navigation bar containing links: STUDENT, LEARNING OBJECTS, USER MANAGEMENT, and REPORTS. Below this is a dark blue bar with 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button. Below that is a section for attachments, with a 'New Attachment' button highlighted by a red box. The attachment section also includes a 'No Attachment' link.

## How to Create a Credit Hours Course Instance

A course instance allows for the creation of multiple sessions (dates and times) or rosters for on course.

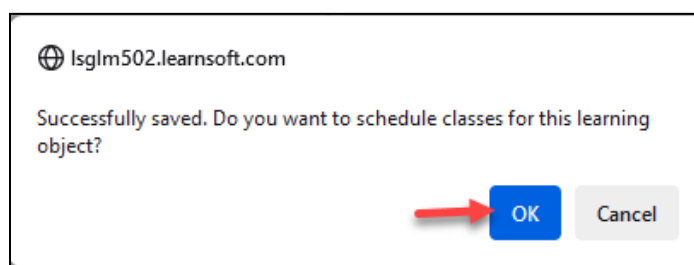
After a course listing is created, an instance or offering is required.

A detailed article on how to create a course instance can be found [HERE](#).

### Creating a Course Instance

Add an instance in one of two ways:

- After saving a course successfully, a pop-up window will appear prompting you to create a new course instance. Click on **"OK."**
- From the **Instructor view, under the Learning Object List**, find the course and click on **"View"** under the **Class Count** column. This will take you to the **Instance List** for the course. Click on the **New** button.



| Learning Object List     |               |   |               |      |             | Displaying | My Courses (Instructor) | New |
|--------------------------|---------------|---|---------------|------|-------------|------------|-------------------------|-----|
| ID                       | Course Number | Name  | Student Count | Type | Class Count |            |                         |     |
| <input type="checkbox"/> | 482           | ALPSS Apple 24-25                             | 2             |      | View (3)    |            |                         |     |
| <input type="checkbox"/> | 546           | ALPSS Complex Professional Learning Community |               |      | View (1)    |            |                         |     |
| <input type="checkbox"/> | 243           | ALPSS IC                                      | 3             |      | View (1)    |            |                         |     |

- Enter all of the appropriate fields (\*=required fields)

Tips for completing Course Instance:

**Learning Object Instance Dates Header:** Enter the date(s) and time(s) for the session.

**Available Dates:** Click on the Add Dates button to add the date and time info.

**Learning Object Instance Name:** Session title. Helps to differentiate between Learning Object Instances (e.g. Spring, Fall, School Year, Island, etc.).

| Learning Object Instance Dates Header |  |             |                                      |                                  |
|---------------------------------------|--|-------------|--------------------------------------|----------------------------------|
| LO Dates                              | <input type="text" value="5/29/2024"/> | Start Time: | <input type="text" value="8:00 AM"/> | <input type="button" value="v"/> |
| Time Zone:                            | <input type="text" value="Hawaii"/>    | End Time:   | <input type="text" value="3:00 PM"/> | <input type="button" value="v"/> |

| Available Dates                     |                   |                   |           |                                  | <input type="button" value="Add Dates"/> |
|-------------------------------------|-------------------|-------------------|-----------|----------------------------------|--|
| Delete                              | Start Date        | End Date          | Time Zone | Update                           |  |
| <input checked="" type="checkbox"/> | 5/25/2024 8:00 AM | 5/25/2024 3:00 PM | Hawaii    | <input type="button" value="v"/> | <input type="button" value="v"/>         |

**Room\*:** Select the appropriate option from the dropdown.

**Max Students\*:** A maximum number of participants can be specified for this session. Participants enrolling after the maximum has been reached will be placed on a waitlist if that option has been selected below. If waitlists are not included, the session will be shown as FULL.

**Min Students:** Optional.  
The minimum number of participants required for this session to run.

**Sign In/Out:** **Leave blank**

**Registration Cut Off / Registration Cut Off Hours:** Optional.

These are used in conjunction to select the number of **hours** prior to the session's start date that the participant is no longer allowed. For example, if registration should close a week before the start date, the box should be checked and 168 hours would be entered.

**Cancellation Cut Off / Cancellation Cut Off Hours:** Optional.

These are used in conjunction to select the number of **hours** prior to the session's start date where participant enrollment cancellation is no longer allowed. For example, if participants should not be able to cancel their enrollment one day before the session's start date, the box should be checked and 24 hours would be entered.

**Test Take Type:** The default option (Start Time) is fine.

**Instructors\*:** Clicking on the **Add** button will populate a list of all users belonging to the "**Instructors**" group.

Search for and place a check next to the instructor(s) and click on the **Add User** button.

Note: Make sure you list yourself as an instructor to help you readily find your course.

#### Learning Object Instance Details

Learning Object  
Instance Name: Oahu Spring Session

Registration Cut  
Off:



Registration Cut  
Off Hours:

168

Cancellation Cut  
Off:



Cancellation Cut  
Off Hours:

24

Instructors\*:

Add

Remove

**Presenters:** Optional.

Clicking on the Add button will populate a list of all users. Search for and place a check next to the presenter(s) and click on the **Add** User button.

**Guest Speakers:** Optional.

Use this to enter people who are not listed in the system.

**Status\*:** Select from the dropdown list. Choices are:

- Pending - If you still wish to work on the session details and not schedule it for launch, the Pending Status will not release the Learning Object to the Catalog. *However, you can schedule it to release automatically by setting a "Launch Date"*
- Scheduled - Ready to be launched. Scheduled will automatically release to the catalog ( *Even if you set a later release Date.*)
- Completed - After the session has completed, and roster has been graded
- Canceled By User - To cancel a session

**Launch Date:** Optional.

If no launch date is specified, the available date is the date the session is created.

**Enrollment Period (Days):** Leave blank

**Subject Code:** Leave blank

**Expiration Date:** Leave blank

**Notes:** Enter additional info/instructions relevant to this session (e.g. physical location address details, web conferencing info, etc.).

NOTE: Each time this field is updated after creation, participants and instructors will receive email updates.

**Private Notes:** Optional.

Notes added here are only viewable to Instructors/Managers.

**External Webinar URL:** Optional.

If you'll be using a web conferencing or online

| Add Instructor  |       |                        |       |
|---|-------|------------------------|-------|
| User Lookup:  |       |                        |       |
| Please select user(s) by checking the checkbox and clicking the "Add" button. |       |                        |       |
| Last Name:  | Admin | First Name:            | kevin |
| Middle Name:  |       | Employee ID:           |       |
| <input type="button" value="Search"/>   |       |                        |       |
| User List   |       |                        |       |
| <input checked="" type="checkbox"/>   | 21596 | (ADMIN) Okazaki, Kevin |       |

Status\*: Scheduled

- Select One -
- Pending
- Scheduled
- Completed
- Cancelled By User

Notes: Session #1, 9:00 AM - 11:00 AM  
McKinley ITC  
McKinley Community School for Adults (MCSA) - Room 218  
634 Pensacola St., Honolulu, HI 96814

collaboration application (ex., Google Meets, Webex, Zoom, etc.) for the session, you can add the information here.

**Advertisement Only: DO NOT CHECK THIS BOX.**

**Featured: DO NOT CHECK THIS BOX.**

**Prevent Transcript Launch: DO NOT CHECK THIS BOX.**

**Allow Reprint Certificate: DO NOT CHECK THIS BOX.**

**Cost: Leave blank**

**Allow Extension: DO NOT CHECK THIS BOX.**

**Cost: Leave blank**

**Allow Move (No Shows): DO NOT CHECK THIS BOX.**

**No Show Charge:** Optional.

Enter a charge fee that will be levied to the user for a 'no-show.' The course provider is responsible for the collection and tracking of any course fees stated here.

**Cancellation Charge:** Optional.

Enter a charge fee that will be levied to the user for the cancellation of enrollment. The course provider is responsible for the collection and tracking of any course fees stated here.

**Promo Price: Leave blank**

**Assignment Instance: DO NOT CHECK THIS BOX.**

**Force Payment: DO NOT CHECK THIS BOX.**

**Prerequisite During Launch: DO NOT CHECK THIS BOX.**

**Bypass Session Cap: DO NOT CHECK THIS BOX.**

**Bypass Validation: DO NOT CHECK THIS BOX.**

**ByPass Notification: DO NOT CHECK THIS BOX.**

**Prevent Retake: DO NOT CHECK THIS BOX.**

**ByPass DateTime Conflicts:** DO NOT CHECK THIS BOX

(Check this box if a participant is registered for another course at the same time).

**Enable MultiSession:** Optional.

If this box is checked, users will be able to register for multiple instances. For example, if there are 3 instances, checking this box for all 3 instances will allow users to register for 1, 2, or all 3 instances.

**ByPass Prerequisite And Expression: DO NOT CHECK THIS BOX.**

**Force Evaluation: DO NOT CHECK THIS BOX.**

**Evaluation Start Days: Leave blank**

**Evaluation End Days: Leave blank**

**Force Roms: DO NOT CHECK THIS BOX.**

**Evaluation from Transcript: DO NOT CHECK THIS BOX.**

**Include Waitlist:** Optional.

If this box is checked, the system will add enrollees past the maximum allowed for this session to a waitlist.

Moving enrollees from the waitlist to the session, if spaces become available, is by default a manual process.

**Auto Transfer:** Optional.

If this box is checked, the next in line wait-listed person will automatically be transferred into the session if a space becomes available.

**Cap:** Optional.

This determines the maximum number of participants that can be added to the waitlist.

**Email To:** No selection needed.

**Other Emails:** Leave blank

**Authorize by Instructor Only:** **DO NOT CHECK THIS BOX.**

**ByPass Authorization:** Place a check in the box.

**Manual Availability:** **DO NOT CHECK THIS BOX.**

**Availability\*:** Specify the location(s) where the course is available for registration. If you wish for this course to be available to everyone in the DOE, place a check in the box next to "Hawaii." If not, you can drill down to a specific complex area, complex, school or office.

- No other inputs are necessary.
- After all of the necessary information has been entered, click on the **Save and Exit** button at the top of the screen.

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|                   |                                     |               |                                     |      |                                |
|-------------------|-------------------------------------|---------------|-------------------------------------|------|--------------------------------|
| Include Waitlist: | <input checked="" type="checkbox"/> | Auto Transfer | <input checked="" type="checkbox"/> | Cap: | <input type="text" value="5"/> |
|-------------------|-------------------------------------|---------------|-------------------------------------|------|--------------------------------|

|                       |                                     |
|-----------------------|-------------------------------------|
| ByPass Authorization: | <input checked="" type="checkbox"/> |
|-----------------------|-------------------------------------|

**Availability\*:**

Organization

☒

HAWAII

☒

Central District

☒

District-Charter Schools

☒

District-OCID-OSSS

☒

District-Office of Superintendent

☒

District-OFS

☒

District-OITS

☒

District-OSFSS

|      |                      |        |
|------|----------------------|--------|
| Save | <b>Save and Exit</b> | Cancel |
|------|----------------------|--------|



## Adding Multiple Instances (Sections)

If you want to create multiple Instances at once, instead of clicking on “new” for each Instance.

Multiple Learning Object Instances

No Multiple Creation: ☐

Create Auto Multiple: ☐

Frequency:

Recur Every:  By Date: ☐ By Day: ☐

Stop Date:

Create Manual Multiple: ☒

Date:  Add Remove

Multiple Dates:

1. Under the Section “Multiple Learning Object Instances” Select Create Manual Multiple

Create Manual Multiple: ☒

Date:  Add Remove

Multiple Dates:

2. Clicking on the blank space will bring up the Calendar. Select the date for the first Instance

Create Manual Multiple: ☒

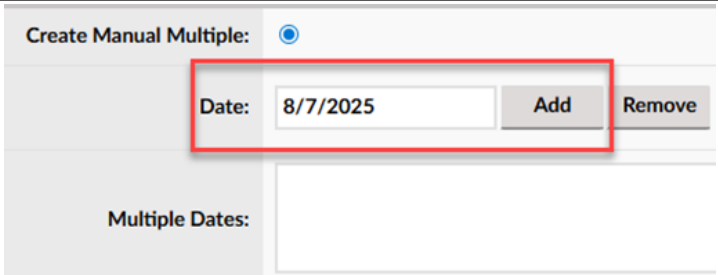
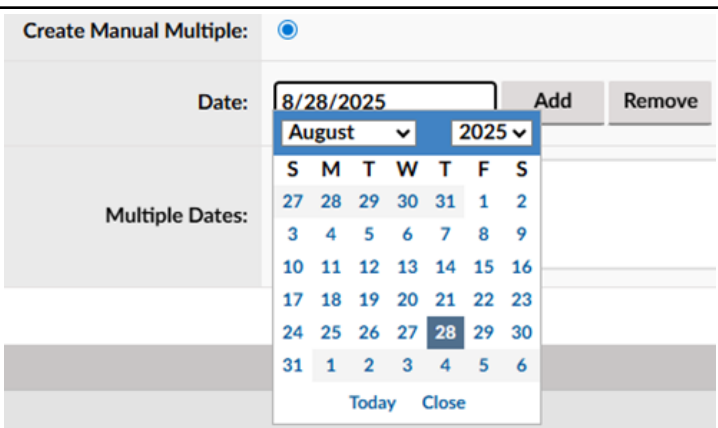
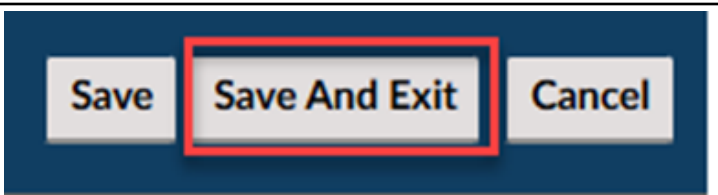
Date:  Add Remove

Multiple Dates:

August 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 31 | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1  | 2  | 3  | 4  | 5  | 6  |

Today Close

| 3. Select “Add”  |    |                      |                |               |               |            |       |                     |                     |              |               |       |                      |                      |              |               |       |                      |                      |              |               |       |                     |                     |              |               |
|--|--|----------------------|----------------|---------------|---------------|------------|-------|---------------------|---------------------|--------------|---------------|-------|----------------------|----------------------|--------------|---------------|-------|----------------------|----------------------|--------------|---------------|-------|---------------------|---------------------|--------------|---------------|
| 4. Repeat step 2 to add another Instance   |    |                      |                |               |               |            |       |                     |                     |              |               |       |                      |                      |              |               |       |                      |                      |              |               |       |                     |                     |              |               |
| 5. Click “Save and Exit”   |   |                      |                |               |               |            |       |                     |                     |              |               |       |                      |                      |              |               |       |                      |                      |              |               |       |                     |                     |              |               |
| 6. Multiple Instances are added to the Learning Object.  | <table><tr><th>ID</th><th>Start Datetime</th><th>End Datetime</th><th>Facility Name</th><th>Instructor</th></tr><tr><td>83024</td><td>9/4/2025 7:00:00 AM</td><td>9/4/2025 9:00:00 AM</td><td>DOE Facility</td><td>Kevin Okazaki</td></tr><tr><td>83023</td><td>8/28/2025 7:00:00 AM</td><td>8/28/2025 9:00:00 AM</td><td>DOE Facility</td><td>Kevin Okazaki</td></tr><tr><td>83021</td><td>8/14/2025 7:00:00 AM</td><td>8/14/2025 9:00:00 AM</td><td>DOE Facility</td><td>Kevin Okazaki</td></tr><tr><td>83022</td><td>8/7/2025 7:00:00 AM</td><td>8/7/2025 9:00:00 AM</td><td>DOE Facility</td><td>Kevin Okazaki</td></tr></table> | ID                   | Start Datetime | End Datetime  | Facility Name | Instructor | 83024 | 9/4/2025 7:00:00 AM | 9/4/2025 9:00:00 AM | DOE Facility | Kevin Okazaki | 83023 | 8/28/2025 7:00:00 AM | 8/28/2025 9:00:00 AM | DOE Facility | Kevin Okazaki | 83021 | 8/14/2025 7:00:00 AM | 8/14/2025 9:00:00 AM | DOE Facility | Kevin Okazaki | 83022 | 8/7/2025 7:00:00 AM | 8/7/2025 9:00:00 AM | DOE Facility | Kevin Okazaki |
| ID   | Start Datetime   | End Datetime         | Facility Name  | Instructor    |               |            |       |                     |                     |              |               |       |                      |                      |              |               |       |                      |                      |              |               |       |                     |                     |              |               |
| 83024  | 9/4/2025 7:00:00 AM  | 9/4/2025 9:00:00 AM  | DOE Facility   | Kevin Okazaki |               |            |       |                     |                     |              |               |       |                      |                      |              |               |       |                      |                      |              |               |       |                     |                     |              |               |
| 83023  | 8/28/2025 7:00:00 AM   | 8/28/2025 9:00:00 AM | DOE Facility   | Kevin Okazaki |               |            |       |                     |                     |              |               |       |                      |                      |              |               |       |                      |                      |              |               |       |                     |                     |              |               |
| 83021  | 8/14/2025 7:00:00 AM   | 8/14/2025 9:00:00 AM | DOE Facility   | Kevin Okazaki |               |            |       |                     |                     |              |               |       |                      |                      |              |               |       |                      |                      |              |               |       |                     |                     |              |               |
| 83022  | 8/7/2025 7:00:00 AM  | 8/7/2025 9:00:00 AM  | DOE Facility   | Kevin Okazaki |               |            |       |                     |                     |              |               |       |                      |                      |              |               |       |                      |                      |              |               |       |                     |                     |              |               |
| 7. If you want to edit the Instance name, select the instance and click on edit. Change the LO Instance name in the details. Then click save and exit. | <div>Learning Object Instance Details</div> <div>Learning Object Instance Name: <input type="text"/></div>   |                      |                |               |               |            |       |                     |                     |              |               |       |                      |                      |              |               |       |                      |                      |              |               |       |                     |                     |              |               |

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